

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

This position is located in the Office of the Chief of Staff, of the Simulation, Training and Instrumentation Command (STRICOM) a major subordinate command of the U.S. Army Materiel Command in Orlando, Florida. The purpose of this position is to serve as the staff officer and advisor to the Chief of Staff for STRICOM and to serve as Chief of the Administrative Operations Division. The incumbent provides assistance and support to the Chief of Staff in a variety of internal management functions and issues relating to the Command's mission and management of its internal operations and administrative actions.

MAJOR DUTIES AND RESPONSIBILITIES

1. Receives and screens all incoming command correspondence and suspenses and forwards to the appropriate office for action. Maintains follow-up files and ensures suspenses are met. Serves as single point of contact for the Command Group administrative issues. Works closely with Command Analysis and Planning Office (CAPO) to ensure Command Group and Chief of Staff are kept abreast of strategic planning and analysis issues. Works closely with the Human Resource Management Division to ensure continuity of information released regarding strength, manpower levels and other human resource factors. Maintains contact with private sector to include private research and industry in areas of mutual interest.

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2. Provides direct assistance to the Chief of Staff regarding various programs and special projects. Represents STRICOM to other organizations and higher headquarters on matters relative to the administrative management of the command. Serves as an advisor to the Chief of Staff and provides project and information services to the Command and other STRICOM officials at all levels of management.

- Prepares briefs or point papers, conducts fact finding interviews to respond to a variety of issues concerning STRICOM operations and drafts correspondence necessary to communicate the results of any of these types of activities.

- Performs or assists with special studies in the areas of organization, command operations, management systems and analysis as needed.

- Provides independent analysis of proposed new or altered policies and procedures from higher headquarters and from within the command.

- Formulates recommendations regarding policy, programs, and strategies to improve management effectiveness and achieve optimum utilization of resources within the Command.
- Responsible for the Internal Suggestion Program. Prepares written reports of examination. Maintains complete records supporting conclusions. Regularly publicizes program through various local media sources.
- Investigates and reports on Hotline complaints, which may originate at various levels, (e.g., GAO, DOD, AMC, Army, or locally).
- Evaluates internal reviews as assigned. Plans, organizes and conducts special taskforce studies as an independent assessor of critical program elements. Visits other offices, contractors or facilities to perform independent studies in order to make an accurate comparison and assessment against any reported issue. Prepares a detailed report of findings with appropriate recommendations for remedial action as warranted. Prepares position and background papers, presents briefings, attends conferences and meetings, visits field activities to facilitate the collection of appropriate data.
- Responsible for planning, directing and executing a program to convey complex information concerning training equipment programs, research programs, related areas, responsibilities and activities of STRICOM, to the general or specialized public at local regional and national levels. Acts as liaison with headquarters-level public affair leaders to assure STRICOM mission related information is known and publicized; participates in Team-wide strategic communications planning and execution efforts. Manages and coordinates the control of all senior visitors to the STRICOM Command Group. Assures and directs that the appropriate STRICOM employees attend Governmental/Industry/ Academia Conferences. Responsible for planning, organizing, directing and coordinating conferences and exhibits. Responsible for protocol for visitors, drawing on the assets of the Administrative Office for assistance as required. Coordinates the agenda of visiting dignitaries. When required, prepares speeches for the Command and other senior managers.

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3. Supervises and has direct managerial responsibility for Administration, Protocol, Public Affairs and Security Offices. Plans work to be accomplished by subordinates, sets priorities and establishes schedules for work completion. Assigns work based on priorities, requirements

of assignments and employee capabilities. Assures the timely performance of work and that quality and professional standards are met. Reviews work completed by subordinates, accepting, rejecting or amending work as appropriate. Evaluates the effectiveness of operations supervised in terms of mission accomplishment, quality and quantity standards, procedural, policy and regulatory compliance and technical competence. Provides advise, counsel and instructions on work and administrative matters. Performs personnel management functions. Evaluates performance. Recruits, interviews, and selects personnel for appointment or reassignment to the Division. Approves/grants leave. Takes appropriate action to resolve employee complaints. Effects disciplinary measures such as reprimands, warnings and suspensions, and counsels personnel on training and job experience needs from a career development standpoint. Consults/establishes training and growth plans for personnel and approves individual development plans. Recommends awards. As a supervisor, carries out EEO policies and communicates support of EEO policies to subordinates; assure equality in selections, assignments, training, promotions, details, discipline and awards. 25%

Performs other duties as assigned.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

In depth knowledge of STRICOM's mission, functions, programs, policies and operating procedures as well as an in-depth knowledge of the functional interrelationships and command structure of the Army Material Command (AMC), Department of the Army (DA), Department of Defense (DOD), STRICOM and a working knowledge of other Federal agency guidance in order to assist the Command Section in providing advice to the Directors and leaders.

Skill in developing policy, establishing, and implementing procedures to support the efficient and timely accomplishment of project/process improvement goals while ensuring functional integrity of the STRICOM area.

Knowledge of management principles, organizational theory and techniques of analysis and evaluation.

Skill in applying fact-finding and investigative techniques when conducting special studies.

Ability to communicate effectively both orally and in writing to include the use of visual aids in making oral

presentations/presenting factual information at various levels within STRICOM and preparing special and standardized reports, point papers, written briefs, study findings and recommendations, and drafting policy or other guidance for the Command.

Ability to resolve highly complex and controversial personnel, evaluation and management control problems, some requiring an integrated analysis of a number of different operation areas. Analytical skill to evaluate compliance with regulations, the adequacy of controls, and the operational effectiveness of various programs.

FACTOR 2: SUPERVISORY CONTROLS

The incumbent reports directly to the STRICOM Chief of Staff. The incumbent receives broad executive direction and policy guidance from the Chief of Staff (who is one level below a Flag Officer/SES position). He/she is delegated authority for both long-range planning and the day-to day supervision and overall direction of the Division operations and its employees. Within these delegated authorities, the incumbent has responsibility to plan, complete, and analyze the results of activities and programs to maximize the economy and efficiency of the division and its programmatic efforts. Taskings are unrestricted and commonly self-initiated in the context of the evolving mission of STRICOM. Incumbent is expected to use in-depth knowledge of the Command to independently plan own work, formulate approaches, decide on the most effective-means of accomplishment, and to take all appropriate steps towards their completion. Incumbent sets own priorities in the context of command policy sensitivity to changing conditions. Analyses, evaluations and recommendations developed by the incumbent are normally reviewed by management officials only for potential influence on broad activity policy objectives and program goals. Findings and recommendations are normally accepted without significant change. Informs the supervisor of controversial issues and keeps supervisor aware of potential problems.

FACTOR 3: GUIDELINES

Guidelines include but are not limited to STRICOM, AMC, DA, DOD and other pertinent instructions, local procedures, precedents, Public Laws, Controller General decisions, personnel publications and Federal regulations. Guidelines are often conflicting or very broadly stated requiring interpretation and/or adaptation by the incumbent. Incumbent is expected to have knowledge of various existing

levels of management guidance and exercise initiative and judgment as to their applicability to STRICOM.

FACTOR 4: COMPLEXITY

The work is complicated due to multiple nature of responsibilities. The impact of a variety of STRICOM programs, legal and regulatory constraints, work quality requirements, human resources needs, staffing requirements and other aspects of program and resource planning are interwoven and must all be considered simultaneously in terms of efficient and effective management and administration.

Work frequently involves making decisions and recommendations concerning the technical treatment of budgetary data under conditions of high uncertainty and time pressure (e.g., conflicting policies, regulations, emergencies, and program and budgetary objectives). Decision making in relation to matter of STRICOM interest -involves consideration of factors and-restrictions not impacting on any one program/unit. Program requirements are sometimes conflicting and issues difficult to resolve. Incumbent engages in intensive efforts in preliminary problem definitions and program familiarization covering all significant program operations in support of major projects. Program operations are extremely diverse covering a broad range of research and development, engineering, contraction, requirement analysis, integrated logistics, management control and funding activities.

Assignments are characterized by the responsibility for assisting in establishing, developing and maintaining a credible, competent operations work force, including complex administrative, professional and technical services of considerable diversity.

Accomplishment of work requires a high degree of coordination across organizational boundaries, within STRICOM, and higher headquarters. Work involves advising other top-level STRICOM managers on matters relative to the Command Operations policy issues, related policies and instructions.

FACTOR 5: SCOPE AND EFFECT

The purpose of this position is to evaluate the effectiveness of programs, the degree of compliance with regulations, the adequacy of internal controls, and/or the

validity of hotline complaints. Findings and recommendations contribute to the integrity and efficiency of programs, systems, and the administration of STRICOM. Additionally, as the Internal Control Coordinator, the incumbent is the central point of contact for advice and guidance on procedures and authoritative information regarding management control reviews, vulnerability assessments and other elements of internal control systems.

Incumbent ensures that accurate information is reported to higher authority, and that STRICOM responses are well coordinated, and represent the best interests of STRICOM and the Army. Monitors corrective actions and ensures appropriate and timely implementation of recommendations.

FACTOR 6: PERSONNEL CONTACTS

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FACTOR 7: PURPOSE OF CONTACTS

Contacts are generally with top management officials at all levels within STRICOM, as well as officials throughout higher headquarters, other Army activities, DOD components, non-DOD Federal agencies, private sector, or state or local government, academia, broadcast and print media representatives, and the general public. Contacts with STRICOM are with the Commanding Officer, Executive Officer, Chief of Staff, Personnel Director, Program Directors, Project Managers, Executive Steering Committee members, Senior Executive Service and senior civilian and military personnel.

These contacts are made for the purpose of discussing major problems and concerns and exchanging information regarding administrative support, planning, operational management, quality assurance and to participate with senior management officials of the above organizations to develop strategy to resolve complex problems, gather facts and information, develop guidelines, conduct special studies, provide assistance in resolving and clarifying broad spectrum management issues and to establish policy, procedures and controls which will ensure optimum effectiveness of the STRICOM ability to support our goals.

FACTOR 8: PHYSICAL DEMANDS

The work is primarily sedentary and may require carrying of lightweight items (Lap Top computer).

FACTOR 9: WORK ENVIRONMENT

Work is typically performed in an adequately lit office environment. Travel is required to accomplish responsibilities and represent the STRICOM at meetings or conferences.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10714001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."